

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division of Vocational and Adult Education

PO Box 480

Jefferson City, Missouri 65102-0480

GUIDE FOR SUBMITTING APPLICATIONS FOR *SHORT-TERM* ADULT VOCATIONAL-TECHNICAL EDUCATION PROGRAMS

The following outline constitutes the minimum information necessary to review the appropriateness of an application for short-term adult vocational education programs (500 hours of instruction or less). **By course title, prepare and submit a separate proposal for each program to be reviewed.**

Proposals are to be submitted, along with the FV-1 salary budget form, to the appropriate section director on or before October 1 for the first semester and February 1 for the second semester.

I. SCHOOL NAME AND ADDRESS: List the school name and address.

II. COURSE TITLE: Give the official title of the course as it would appear on any official documents such as an FV-1.

III. COURSE NUMBER: Give a course number, if appropriate.

IV. GENERAL OBJECTIVES: List the overall objectives of the course including the terminal objectives or the final accomplishment of anyone taking the course.

V. DESCRIBE THE TARGET POPULATION: Describe the target population that the training program will serve. Also give the anticipated enrollment per section.

Examples: Employees of a specific employer; employees of a specific type of industry within the community; members of a trade or labor organization; or occupational skills for the general public.

VI. DESCRIBE THE NEED FOR THE PROGRAM: List how it was determined that there is a need for the program. Examples: A survey of employers; a request by an employer; trade organization or labor union; requests from the community; or changes in occupational laws or certification requirements.

VII. CONTACT HOURS OF THE PROGRAM: Give the number of hours required for the course.